HOW TO PRINT YOUR SCHOOL REPORT

American Heart Association®
AMERICAN HEART CHALLENGE™

1 START HERE

Go to **heart.org/Schools**. Click on the red **"Student/Coordinator Log In"** button on the top of the page. Enter your username and password.

Forgot your username or password? Follow the directions for help.

2 GET YOUR REPORT

Scroll down to the **"Order Post-Events Gifts"** tab.

3 PRINT REPORT

Click the **"Export"** button and choose the order you wish to export.

The report will download to your computer as a CSV file. (CSV files look similar to Excel, but you

don't have to have Excel to view them.)

Can't find it? Check your browser settings or type Control + J, which works in several popular browsers to show your downloads.
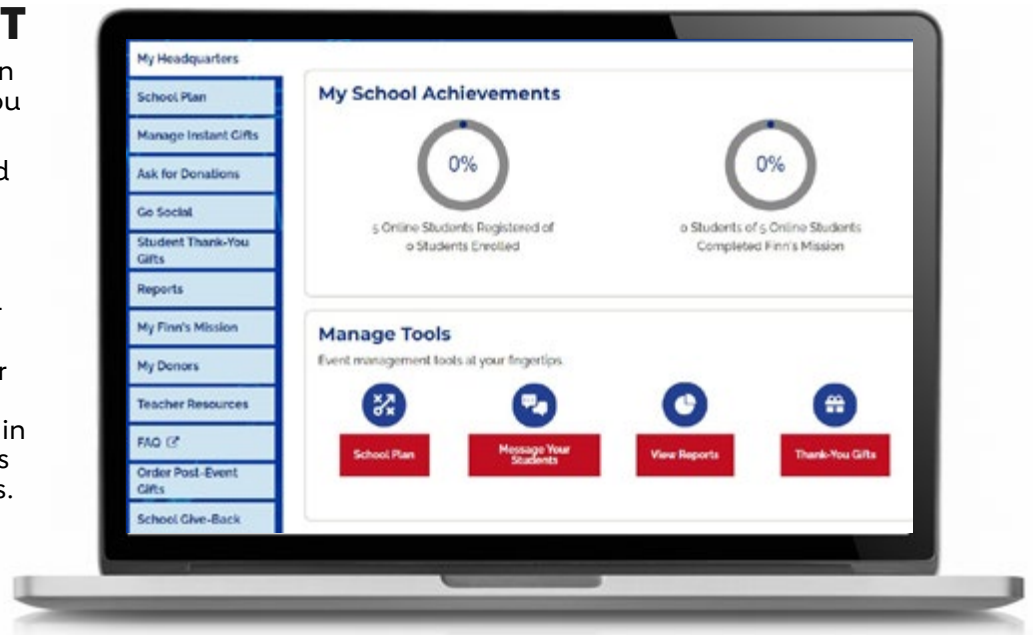
4 SEND REPORT

If you have checks, just mail in your summary gift order form in the banking envelope.